

Part-Time Enrolment Register, 2007–08

Instructions

Introduction

This register shall contain enrolment data on part-time secondary school pupils *only*. Part-time secondary school pupils are defined as pupils who are registered for classroom instruction for an average of less than 210 minutes per school day in the school cycle. For details on the calculation of minutes of classroom instruction in secondary schools, see “Admission” below.

This register must be used along with the *Register of Full-Time Enrolment for Secondary Schools* (called “full-time enrolment register” in the rest of these instructions). See also “Use of the Register” below.

Regulations Pertaining to the Register

See the full-time enrolment register for the regulations on the maintenance and retention of the register and for information on the collection of data required in the register.

Responsibilities of the Principal

Basic Requirements

The principal’s responsibilities are the same as those outlined in the full-time enrolment register.

The principal shall ensure that all teachers of pupils whose enrolment is recorded in the full-time and part-time day school registers are **regular day school teachers employed by the board or occasional teachers employed by the board to teach as substitutes for teachers who are members of the board’s regular day school teaching staff**.

Ontario School Information System (OnSIS)

The full-time equivalents (FTEs) reported for each pupil on the OnSIS School Enrolment screens for the ministry’s enrolment-count dates of October 31 and March 31 shall equal the FTEs recorded for these pupils on these dates in the applicable ministry enrolment register(s).

Admission

In this register, the term “internal admission” refers to:

- a part-time pupil whose name was on the roll of the same school on the last day of the previous school year;
- a pupil who was previously a full-time pupil but who has become a part-time pupil during the school year.

In this register, the term “external admission” refers to:

- a part-time pupil who enrolls for the first time at a school;
- a pupil who re-enrolls at a school as a part-time pupil after having transferred or retired from that school.

The pupil’s timetable must be used to determine the number of minutes of classroom instruction. (The timetable in effect on the last school day in October is to be used to determine whether a pupil is full-time or part-time for the October enrolment-count date, and the timetable in effect on the last school day in March is to be used to determine whether a pupil is full-time or part-time for the March enrolment-count date.) Time spent by pupils participating in the Prior Learning Assessment and Recognition (PLAR) process will not be recognized as classroom instruction time. Travel time between classes must not be included in the calculation of the amount of classroom instruction. Whenever there is a change in a pupil’s timetable, school staff must determine immediately whether the change affects the pupil’s status as a full- or part-time pupil. In addition, each pupil’s timetable must be examined on the last school day of October and March to ensure that he or she is correctly classified as full-time or part-time.

The principal shall ensure that pupils who are adults are indicated as such in the register – that is, pupils who are already twenty-one years of age or over or who will turn twenty-one on or before December 31, 2007.

Transfer and Retirement

In this register, the term “internal transfer” refers to a pupil who was previously a part-time pupil, or a part-time pupil who was also taking one or more courses through independent study, but who has become a full-time pupil.

In this register, the term “external transfer” refers to:

- a part-time pupil who withdraws from a publicly funded school in Ontario and enrolls in another publicly funded school in Ontario;
- a part-time pupil who is transferred to an educational program in a care and treatment or correctional facility.

In this register, the term “retirement” refers to:

- a part-time pupil who withdraws from a publicly funded school in Ontario and does not enrol in another publicly funded school in Ontario;
- a part-time pupil who leaves the school to participate in an approved educational exchange;
- a part-time pupil who **has been expelled from school**.

Absenteeism

The principal shall ensure that the provisions on absenteeism given in the full-time enrolment register apply. For part-time pupils, “consecutive school days” means days on which they are scheduled to attend classes.

Enrolment Summary

The principal shall sign the register, certifying that the totals given in items 1 to 4 for the last school day of October and March are accurate.

Use of the Register

General Information

School boards are no longer required to seek ministry approval to use computerized enrolment-recording systems instead of the ministry’s registers. When board staff are satisfied that their computerized enrolment-recording system meets ministry requirements, their schools are no longer required to use the enrolment registers issued by the ministry. Ministry staff are available to provide advice during the board’s implementation of a computerized system.

However, school boards remain responsible for ensuring that their computerized enrolment-recording systems provide accurate data and satisfy all ministry requirements. These records must also be retained for the required length of time for ministry audit purposes (see “Retention of Pupil Enrolment Records” on page 2 of the full-time register).

This register must be used to record the enrolment of part-time pupils, as defined in the Introduction. The register must include all of the part-time study for a particular pupil, which could be one or more courses. This register must not be used to record enrolment in correspondence courses or enrolment in any courses taken through independent study.

The attendance of all part-time secondary school pupils must be recorded on Daily Attendance Cards or, if attendance is kept through a computerized system, in Daily Attendance Records.

Sample Register

Part-Time Enrolment Register, 2007–08

(See reverse for instructions.)

	Names of pupils (surname first)	Adult	Gender	Grade	"Other pupils" (OP)	Individuals or organizations responsible for payment of fees for "other pupils"	Admissions		Transfers (out of class)		Retirements (pupils not enrolled in another publicly funded school in Ontario)	Pupils under 21 (Minutes of instruction in cycle on last school day in)		Pupils 21 or over (Minutes of instruction in cycle on last school day in)	
							Internal (within school)	External (outside school)	Internal (within school)	External (outside school)		October	March	October	March
							E	F	G	H		I	J	K	L
1	Ahmed, Aziz		M	10	OP	Affab Ahmed	Sept. 4		Oct. 19	(to full-time register)		—	—	—	—
2	Brant, Kelley	A	F	10			Sept. 4					—	—	720	720
3	Chan, Rita		F	11	OP	Joseph Chan	Sept. 4					480	480	—	—
4	Doran, Gayle		F	9			Sept. 4				Jan. 9	900	—	—	—
5	Engel, Marion	A	M	10			Sept. 4					—	—	1140	1020
6	Fiske, Beverly		F	11			Sept. 4				June 6	1080	1080	—	—
7	Garry, Dale	A	M	11			Sept. 4					—	—	480	420
8	Nichols, Richard		M	10	OP	Mnjikaning First Nation Ed. Authority	Oct. 18					900	900	—	—
9	Ferbes, Lloyd		M	9			Oct. 19	(from full-time register)				1240	1240	—	—
10	Tripathi, Raj		M	12				Jan. 16				—	660	—	—
11	Wilson, Susan		F	12				Feb. 22				—	900	—	—
12															

60																
Subtotals (if not final page)											Pupils of the board					
											Other pupils					
Totals (from all pages)											Pupils of the board		3220	3880	2340	2160
											Other pupils		1380	1380	—	—

Enrolment summary

1. Total number of pupil minutes in cycle (Enter totals from above.)	Pupils of the board	3220	3880	2340	2160
	Other pupils	1380	1380	—	—
2. Total number of minutes in cycle (6 x 300)		1800	1800	1800	1800
3. Equivalent full-time enrolment (item 1 ÷ item 2)	Pupils of the board	1.79	2.16	1.30	1.20
	Other pupils	.77	.77	—	—
4. Total number of pupils	Pupils of the board	3	4	3	3
	Other pupils	2	2	0	0

I certify that the equivalent full-time enrolment data (item 3) and the total number of pupils (item 4) have been calculated in accordance with the instructions and are correct.

J. J. Joubert

Signature of principal

2008-06-30

Date

Name of school

	Names of pupils (surname first)	Adult	Gender	Grade	"Other pupils" (OP)	Individuals or organizations responsible for payment of fees for "other pupils"	Admissions		Transfers (out of class)		Retirements (pupils not enrolled in another publicly funded school in Ontario)	Pupils under 21		Pupils 21 or over	
							Internal (within school)	External (outside school)	Internal (within school)	External (outside school)		Minutes of instruction in cycle on last school day in		Minutes of instruction in cycle on last school day in	
												October	March	October	March
A	B	C	D	E	F	G	H	I	J	K	L	M			
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Subtotals (if not final page)	Pupils of the board				
	Other pupils				
Totals (from all pages)	Pupils of the board				
	Other pupils				

Enrolment summary					
1. Total number of pupil minutes in cycle (Enter totals from above.)	Pupils of the board				
	Other pupils				
2. Total number of minutes in cycle (x 300)					
3. Equivalent full-time enrolment (item 1 ÷ item 2)	Pupils of the board				
	Other pupils				
4. Total number of pupils	Pupils of the board				
	Other pupils				

I certify that the equivalent full-time enrolment data (item 3) and the total number of pupils (item 4) have been calculated in accordance with the instructions and are correct.

Signature of principal _____ Date _____